

Letter to Administrators

Dear Administrator,

The Rhode Island Council for the Preservation of Research Resources has prepared the **Disaster Readiness, Response, and Recovery Manual** to assist each institution in creating a disaster plan that responds to its needs and circumstances. It is critical that **ALL** institutions holding cultural and historical materials seek to safeguard them.

A disaster plan is an essential document that, like fire insurance, one hopes one will never have to use. In the event of a disaster, be it a locally contained roof leak, or major water or fire damage, a well-constructed plan can save your institution's valuable materials, and save time and money as well.

The most effective way of utilizing the **Manual** is to undertake an assessment of your institution's preservation priorities and needs. These institution-specific decisions will enable you to maximize the benefits afforded by the manual's guidance.

Workshops will be held to introduce and explain the manual and the assessment process. Please commit yourself and encourage your staff to participate. As the chief steward of your collection, you can incorporate disaster planning in your institutional planning process.

Sincerely,

Madeleine Telfeyan
Library Director
Rhode Island Historical Society